



# **Telecommunications Industry Association**

## **Engineering Manual**

- Description of the organization of the Standards and Technology Department of the Telecommunications Industry Association and its Engineering Committees.
- Rules for operation of the Engineering Committees.
- Rules for operation of the Technical Standards Subcommittee.
- Legal Guidelines

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## INTRODUCTION

A major function of the Telecommunications Industry Association (TIA) is the writing and maintenance of voluntary industry standards and specifications, the formulation of positions for presentation on behalf of the United States in international standards fora, and the preparation of technical information and reports for use by industry and government. These activities are carried out by the volunteer members of TIA Engineering Committees, operating within the TIA Standards and Technology Department.

This Manual describes the manner in which the Standards and Technology Department of the Telecommunications Industry Association is organized and the manner in which its activities are conducted.

Specific responsibility for overseeing the Standards and Technology Department and the engineering committees has been vested by the TIA Board of Directors in the TIA Technical Committee, one of six standing committees established by the Board under the provisions of Article VIII, Section 3 of the bylaws of the Association. In addition, the product divisions of the Association provide guidance, direction, and funding to the engineering committees working in their product areas.

Standards and specification writing are centralized under the Standards and Technology Department in order to coordinate the technical program and provide a unified interface with the American National Standards Institute and other standards providers, in recognition of the special legal requirements which apply to standards activities.

NOTE: The term "chairman" is used throughout this manual to describe a person of either gender who serves to chair a committee or subelement. Similarly, the pronoun "his" is sometimes used here to describe a person of either gender, and should be understood as "his or her."

A further purpose of this manual is to provide legal and policy guidelines for the formulation and conduct of Engineering Committees, Subcommittees, and Working Groups (all referred to here as **formulating groups**). It specifies membership requirements; development and implementation of a program of work; the conduct of meetings; administrative processing of contributions, drafts, and correspondence; relations with other standards bodies; and the responsibilities of chairmen.



**STATEMENTS OF POLICY  
OF THE STANDARDS AND TECHNOLOGY DEPARTMENT**

**Relationship with Other Elements of TIA**

The TIA Engineering committees shall confine their activities to the preparation of standards and specifications, and to other engineering matters, as further defined in section 3.3 of this manual. The Engineering Committees shall conduct their activities in strict compliance with the policies, rules and procedures set forth in this manual, and with the Legal Guides set forth in Annex E to this manual.

It is intended that the other standing and special committees and the TIA product divisions shall confine their activities to other than standards, specifications, and engineering matters, and shall refer such matters to the Standards and Technology Department and appropriate engineering committees.

The product divisions shall recommend work programs and guide the efforts of the engineering committees which they sponsor within the Standards and Technology Department, but shall not themselves engage in the preparation of standards or specifications.

**Relationship with ANSI**

TIA is a member of the American National Standards Institute (ANSI) and recognizes it as the National Standards Body for the United States.

As a matter of policy, all new TIA Standards and Specifications are submitted to ANSI for recognition as American National Standards.

**International Cooperation and Harmonization**

TIA's trade policy goals include removal of barriers to market access, full participation of U.S. government and industry in the standards setting process worldwide, and achievement of a minimum level of standards required to ensure interoperability and proper function of the international network. In the spirit of these goals, TIA encourages its committees and staff to work cooperatively with other members of the ANSI confederation and with international standards bodies and counterpart national and regional standards bodies outside the United States to harmonize telecommunications equipment standards and to avoid unnecessary duplication of effort. To this end, TIA will share its standards and specifications, whether work in progress or completed works, with counterpart standards organizations in other countries, subject to the intellectual property rights and other property and contractual rights of third parties and any applicable laws and

government regulations.

In recognition of the common telecommunications network heritage shared by the United States and Canada, TIA committees are encouraged to work with their Canadian counterpart groups to produce common American National Standards and National Standards of Canada.

### IMPORTANT TERMS

An understanding of the terms below will be helpful in following the text of this manual.

**Division-** An affinity grouping of TIA member companies by product category. (See 2.1.)

**Engineering Committee-** A committee of volunteer members, established within the TIA Standards and Technology Department to formulate standards and provide other engineering functions in support of TIA. (See 3.1.)

**FO- Committee-** An Engineering Committee sponsored by the TIA Fiber Optic Division.

**Formulating group-** An Engineering Committee or subelement (subcommittee or working group) which has responsibility for formulation of standards or specifications. (See 3.1 and 3.3.)

**Member (TIA)-** Companies holding general class membership in TIA. (See 2.1.)

**Member (formulating group)-** A company which holds voting status in a TIA Engineering Committee or subelement. Not necessarily a TIA member. (See 3.2.1)

**Specification (TIA)-** As used in this manual, a document prepared specifically to facilitate procurement that clearly and accurately describes the essential technical requirements for purchased materiel. Procedures necessary to determine that the requirements for the purchased materiel covered by the specification have been met are also referenced or included. (See 6.1.)

**Standard (TIA)-** As used in this manual, a document that establishes engineering and technical requirements for processes, procedures, practices and methods that have been decreed by authority or adopted by consensus. Note: unless indicated otherwise, the word "standard" in this manual applies equally to TIA standards and TIA Specifications. (See 6.1.)

**Supplemental Representative-** An individual designated by a company, which is a member of a formulating group, to receive committee mailings. (See 3.2.3.3.)

**Technical Committee-** One of the standing committees of the Board of Directors of TIA. (The Technical Committee is not to be confused with "Engineering Committee"). The Technical Committee sets policy for the operation of the TIA engineering program. (See 2.4.1.)

**Technical Standards Subcommittee (TSSC)-** A subcommittee of the Technical Committee, which performs a specific role in the standards approval process. (See 2.4.2.)

**TR- Committee-** An engineering committee sponsored by the TIA Mobile Communications, Network Equipment, or User Premises Equipment Divisions. The designator is historic, and probably refers to "transmitters".

**Trial Use Standard-** A standard released by an engineering committee for industry use for a limited period of time prior to its being submitted for industry ballot. (See 8.1.)

**Voting Representative-** An individual designated by a company which is a member of a formulating group, to vote on its behalf. (See 3.2.3.1.)

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## 1 OBJECTIVE AND SCOPE

The engineering activities of the TIA are organized to conduct standardization programs and to provide other appropriate technical and engineering services within the scope of the Association, subject to policies established by the Board of Directors. All activities must be conducted within the Legal Guides established by the Association.

## 2 ORGANIZATION

### 2.1 General

The TIA is a national full-service trade association serving manufacturers and distributors of telecommunications equipment. The voting members of the association are U.S. companies engaged principally in the business of manufacturing or selling telecommunications products.

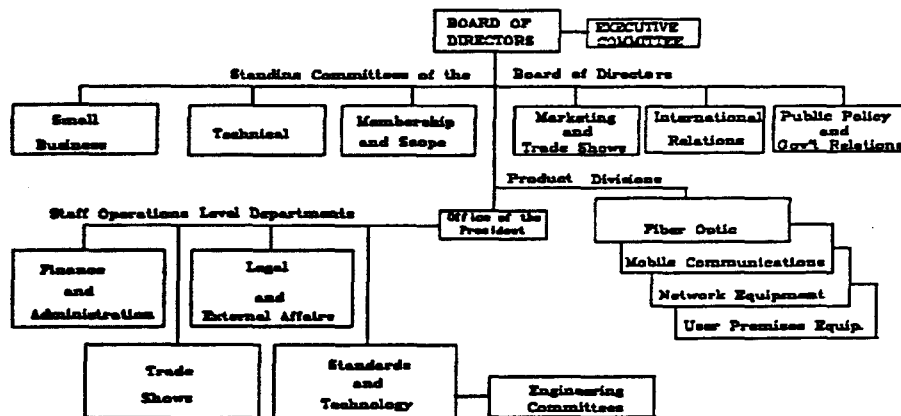


Figure 1

The affairs of the Association are directed by a Board of Directors elected from the membership. The general management of the Association and its staff are under the direction of the President, who is also a member of the board.

The Board of Directors has created six standing committees, each chaired by a member of the Board, to establish policy and carry out specialized programs in the areas of Small Business, Technical, Membership and Scope, Marketing and Trade Shows, International Relations, and Public Policy and Government Relations. Staff-level activities are grouped in the Office of the President, a Finance and Administration Department, a Standards and Technology Department, a Trade Show Department, and a Legal and External Affairs Department.

In addition to the general activities of the Association, member companies have the option of associating with one or more of the TIA Product Divisions, dealing in Fiber Optics, Mobile Communications, Network Equipment, and User Premises Equipment. The chairmen of the Product Divisions are Advisors to the Board of Directors.

## **2.2 Standards and Technology Department**

The Standards and Technology Department is a specialized staff-level activity of the Association providing engineering-related services to the various TIA Divisions, the standing committees, and the TIA general membership. All TIA engineering committees are located within the Standards and Technology Department. TIA Divisions outline their technical needs to the Standards and Technology Department for action, the results of which may take the form of TIA Standards, Specifications, Engineering Bulletins, or other publications, technical positions on government regulations or military specifications, formulation of positions on international and regional standards, or the sponsoring of technical conferences and symposia.

## **2.3 Administration**

The Standards and Technology Department is headed by a Vice President, Standards and Technology, who reports to the President and is responsible for carrying out the engineering activities of the Department. The responsibilities of the Vice President include the management of the Standards and Technology Department Staff and facilities and general guidance of the activities of the committees.

One or more Staff Engineers or Technical Assistants may be provided to assist the Vice President, Standards and Technology in the conduct of work of the Standards and Technology Department.

## **2.4 Structure**

### **2.4.1 TIA Technical Committee**

The Technical Committee is one of the standing committees created by the Board of Directors and chaired by a member of the Board. The Technical Committee has overall responsibility for establishing the broad technical policy of the association, including the organization and operating policies of the Standards and Technology Department.

### **2.4.2 TIA Technical Standards Subcommittee (TSSC)**

The Technical Standards Subcommittee (TSSC) is a special subcommittee of the TIA Technical Committee. TSSC provides the review mechanism on all standards proposals recommended by the engineering committees. This review verifies that the standards proposal has been prepared in full compliance with the rules and procedures of TIA for such programs and further verifies that the balloting process has met the requirements of the American National Standards Institute (ANSI).

The TSSC does not review standards proposals for technical content.

The Chairman of the TIA Technical Committee, who is a member of the TIA Board of Directors, also serves as chairman of TSSC. The membership of the TSSC shall include, in addition to the chairman:

- each TIA Division chairman or his designee;

- the Chairman of each of the TR and FO committees;

- the Vice President, Standards and Technology, *ex officio*.

Other members may be added by action of the Technical Standards Subcommittee (see Annex A, section A3).

## **3 ENGINEERING COMMITTEES**

The work of the Standards and Technology Department is conducted through its engineering committees with the assistance of the Standards and Technology Department Staff.

### **3.1 Establishment of Committees**

By resolution of the TIA Board of Directors, the chairman of the Technical Committee has authority to create Engineering Committees and to dissolve those that are no longer needed. Such committees normally will be organized to correspond to the appropriate product structures of the TIA Product Divisions and will be sponsored by



those divisions (Fiber Optic, Mobile Communications, Network Equipment, and User Premises Equipment), and their expenses will be underwritten by those divisions. Committees also may be organized directly under the auspices of the TIA Technical Committee when the planned work is interdisciplinary or when other circumstances dictate.

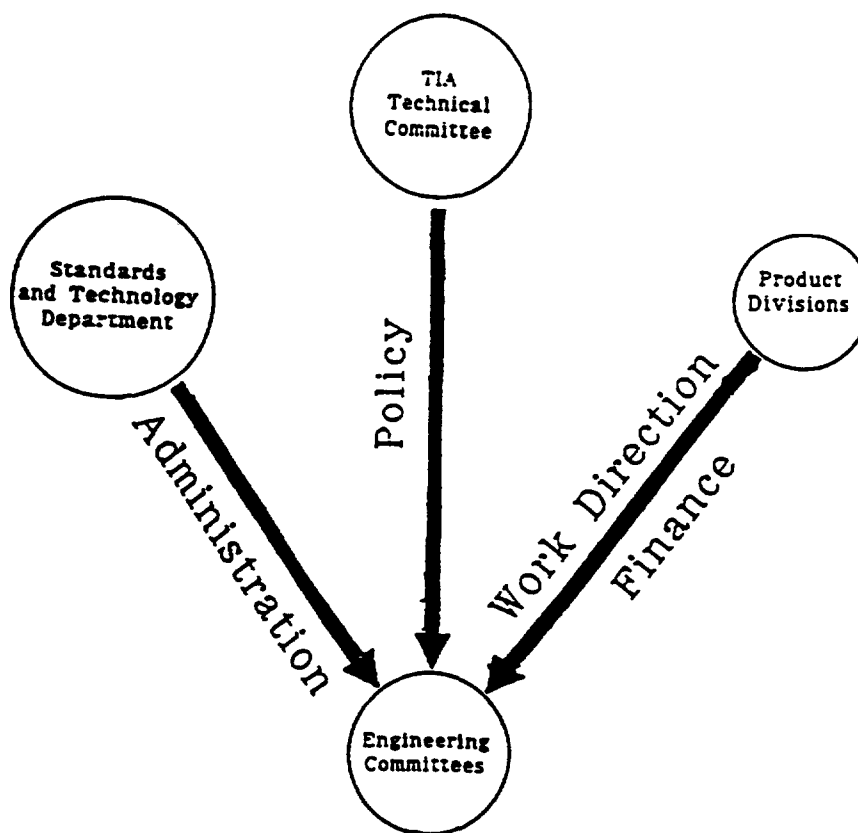


Figure 2

The chairman of a newly-formed Engineering Committee will be appointed by the chairman of the Technical Committee from eligible candidates recommended by the chairman of the sponsoring division or the Vice President, Standards and Technology, as appropriate. If a chairmanship should become vacant on an existing committee, a new chairman will be appointed by the chairman of the Technical Committee from eligible candidates recommended by the engineering committee membership.

Subcommittees, Working Groups, or Task Groups may be established by an engineering committee if deemed necessary to carry out its mission.

- (1) **Subcommittees** normally will be formed when it is desirable to divide responsibility for the subject matter falling within the scope of an engineering committee. Subcommittees, like their parent committees, have no fixed term of existence and are intended to continue to exist until there is no need. Subcommittee chairmen shall be appointed by the chairman of the parent committee from eligible candidates recommended by the committee membership.

- (2) **Working Groups** are established by a committee or subcommittee for specific purposes, such as (but not limited to) developing a specific standard or specification, and are to be dissolved when their function is no longer required.

If a Working Group is assigned the role of developing a standard or specification, the working group chairman shall provide the Standards and Technology Department with current information for the maintenance of lists of members, voting representatives, and supplemental representatives.

- (3) **Task Groups** are ad hoc bodies that are formed by a Committee, Subcommittee, or Working Group to address a specific problem as part of the larger body. Task Groups meet informally and do not have a standard-formulating mission. They are dissolved when the purpose for which they were formed has been completed.

**NOTE:** The generic term "formulating group" is used in this manual to refer to an Engineering Committee, a Subcommittee, or a Working Group (when it is assigned a standards developing task), but not to a Task Group.

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An alphanumeric designation of the pattern *TR-15* will be assigned to each Engineering Committee by the TIA Standards and Technology Department. Subcommittees shall be designated by the addition of a decimal and a numerical suffix; e.g., *TR-15.1*, and Working Groups shall be designated by the addition of a further decimal and numerical suffix; e.g., *TR-15.1.1*.

### **3.2 Membership**

#### **3.2.1 Eligibility**

Membership in Engineering Committees and their subelements is open to U. S. companies<sup>1</sup> having a direct and material interest within the respective jurisdiction of the formulating groups. TIA membership is not a prerequisite to participation. Persons participating in such programs should be technical personnel. Under some circumstances, eligibility for membership may be limited by circumstances beyond TIA's control, such as government regulations, the need for security clearances, etc. Any question as to eligibility shall be referred to the TIA Vice President, Standards and Technology.

In order for a formulating group to work effectively it is highly desirable that all interest categories<sup>2</sup> be represented in TIA formulating groups, and it is an absolute requirement that no interest category be intentionally excluded. Chairmen of Engineering Committees are expected to make an affirmative effort to obtain full representation of all interest categories in formulating groups under their jurisdiction and to avoid domination by any one group. Where an imbalance exists in spite of such efforts, the Chairman has an additional responsibility to ensure that no one interest category constitutes more than 50% of the

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<sup>1</sup> A U.S. company (or comparable body) is a corporation, partnership, or sole proprietorship having a permanent place of business in the United States, its territories or possessions. Such a company need not be U.S.-owned and may be a subsidiary of a foreign company. Comparable bodies include associations, trade unions, institutions, and the like, having a permanent place of business in the United States.

<sup>2</sup> Typically, Manufacturer (of the product or device being standardized); User (of the product or device being standardized); Other User (of the standard but not necessarily the product, such as testing laboratories, manufacturers of products or devices connecting to or associated with the product or device being standardized, or network operators; and General Interest. Other categories may be more appropriate, depending upon the nature of the standard.

parties receiving ballots during the public comment period (see 6.4). **Note:** The 50% limit applies to the writing of most standards. In the case of safety standards, ANSI requires that no one interest group should constitute more than 1/3 of the parties receiving ballots during the comment period.

### 3.2.2 Eligibility for Chairmanship

Acceptance of the chairmanship of a TIA Engineering Committee represents a major commitment of talent and support resources by an employer. In order to ensure that such a commitment exists and will be ongoing, it is TIA's policy that chairmen of Engineering Committees are to be selected from among qualified representatives of private sector companies having a direct and material interest in the work of the committee. It is preferred, but not required, that chairmen be representatives of TIA member companies<sup>3</sup>. In all cases, chairmen shall be representatives of the private sector.

Chairmen of Subcommittees, Working Groups, and Task Groups should preferably be representatives of TIA member companies and, in any event, shall be representatives of organizations holding voting status in the engineering committee to which their subcommittee or working group is attached.

### 3.2.3 Company Representation

#### 3.2.3.1 Voting Representative

Membership in TIA formulating groups is vested in companies (or comparable bodies) whether TIA member or nonmember<sup>4</sup>. An individual designated by the company is placed on the list of voting representatives and exercises full membership privileges.

Representatives on Engineering Committees and subelements are considered to be acting for their respective companies in developing an industry position on issues before such formulating

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<sup>3</sup> TIA member companies, for the purpose of this document, are companies holding general class membership in good standing in the Telecommunications Industry Association. Associate members in TIA are not afforded the services of the Standards and Technology Department. Companies which are not general-class members of TIA, but which hold voting status in TIA Engineering Committees, are not classified as TIA member companies. Further information may be found in the bylaws of the Telecommunications Industry Association.

<sup>4</sup> Non-member participation fees may be charged. See 3.2.8. Further details are available from the Standards and Technology Department.

groups. Voting representation from any company is limited to one representative on any formulating group or subelement. Where a company includes several divisions or subsidiaries, voting representation is limited to one person from that company unless it can be shown that the operations are so different as to represent different interest categories.

#### **3.2.3.2 Alternate Voting**

When the designated voting representative is not present at a formulating group meeting or is unavailable to respond to a mail ballot, any other employee or representative of that company may be designated by it to exercise formulating group membership privileges, including voting, on behalf of that member. In such case, only one such company representative may vote.

#### **3.2.3.3 Supplemental Representative**

In addition to the voting representatives list referred to above, TIA maintains a supplemental mailing list, and individuals whose names appear on this list receive copies of all formulating group correspondence mailed by TIA.

Nonmembers of TIA holding voting membership status in a formulating group may place additional names on the supplemental mailing list upon payment of a service fee per name, per list.

Member companies of TIA may place a reasonable number of names on the supplemental mailing list without charge.

Persons whose names appear on the supplemental mailing list are not recognized as the voting representative, but when a vote is cast in the absence of the regular voting representative (3.2.2.2 above), it is desirable that it be cast by an individual who has been receiving formulating group correspondence through the supplemental mailing list and who has been participating regularly in formulating group meetings.

#### **3.2.3.4 Multiple Votes**

No individual may vote or cast a ballot on behalf of more than one member. No proxy or absentee ballots will be recognized.

#### **3.2.4 Government Participation**

TIA encourages the active participation of U.S. federal, state, or local government representatives on its standards formulating groups. In recognition of the difficulty generally experienced by government employees in obtaining funding for normal participation fees, this opportunity for participation is extended on a nonvoting

basis, and all fees are waived. The names of such participants will be entered on the supplemental mailing list of the formulating groups, entitling those representatives to all formulating group-related correspondence mailed by TIA. The level of active participation by such government designees will be reviewed periodically, and the names may be removed for nonparticipation (see 3.2.5).

Whenever a government representative requests voting status on TIA standards formulating groups, such status shall be granted, provided there is only one representative of that U.S. federal, state, or local government serving on that formulating group in that status, and provided that the normal nonmember participation fees are paid by that U.S. federal, state, or local government.

### 3.2.5 Membership Continuation

Continuation in voting status as a member of any formulating group or subelement depends upon active participation in the work program.

The criterion for removal of a company from voting status is absence from three consecutive meetings. Failure to respond to a formulating group mail ballot shall be counted as an absence for this purpose. When a company holding voting member status in a formulating group has gone unrepresented for three successive meetings, the chairman should notify the company of its failure to meet minimum participation requirements and may remove the company and its representatives from the list of voting members.<sup>5</sup> Reinstatement is immediate upon resumption of participation in the committee's work.

Formulating group chairmen are required to enforce the membership continuation rules in order to maintain their ability to raise a quorum at meetings. However, chairmen may use discretion in recognizing extenuating circumstances. (See 5.3.2.)

Formulating group chairmen should also encourage member companies to ensure that the person shown on the mailing lists as their voting representative is in fact the person who attends formulating group meetings.

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<sup>5</sup> The three-meeting rule applies for companies who have been regular participants. If a company has been represented at only one meeting, it may be dropped for failure to attend the next meeting. Similarly, if the company has been represented at only two meetings, it may be dropped after failure to attend the next two meetings.

### **3.2.6 Liaison Representatives**

Formulating group chairmen may appoint nonvoting liaison representatives from other trade associations or professional societies when appropriate. Liaison arrangements are usually made on a reciprocal basis. A liaison representative has full privileges of participation in formulating group activities and will receive committee mailings but may not vote. Fees will be waived when a reciprocal arrangement exists. Requests or recommendations for liaison arrangements with non-U.S. counterpart or regional or international standards bodies should be referred to the Standards and Technology Department.

### **3.2.7 Non-U.S. Observers**

Requests from non-U.S. individuals or companies for observer status should be referred to the Standards and Technology Department.

### **3.2.8 Fees**

Since the operations of the Engineering Committees and the Standards and Technology Department are heavily subsidized from the dues paid by Association members, a charge per meeting commensurate with costs is assessed to companies that are voting members of engineering committees but are not voting members of TIA. In order to encourage participation in the committees by under-represented interest categories, this fee may be waived or reduced for such user groups. The decision to waive or reduce fees on an interest category basis will be the responsibility of the Vice-President, Standards and Technology, after consultation with the committee and the chairman of the sponsoring TIA division.

Companies having a direct and material interest in the matters being considered for standardization in TIA committees, but who can demonstrate that they would be prevented from participation in the standards formulation process by imposition of participation fees or special fees may seek partial or complete abatement of the fees on a hardship basis by contacting the Vice-President, Standards and Technology. Since the cost of travel to attend meetings usually far outweighs the fees, such companies should also consider the alternative of participation in the pool of persons agreeing to receive unsolicited ballots during the public ballot period, since this does not require meeting attendance. See 6.4.

Engineering committees carrying out special projects which require the retention of outside labs or experts may also levy a voluntary assessment on themselves in order to finance the special expenses. Failure to pay such a voluntary assessment shall not bar a member from further participation in the work of the committee or from access to the work product of the outside labs or experts.

### **3.3 Formulating Group Functions**

TIA formulating groups shall confine their activities to the preparation of standards-related projects listed in 4.2, to the development and coordination of U.S. positions with international, regional, and other national standards bodies, and to the furnishing of assistance, information, and recommendations on engineering matters to the product divisions, the standing and special committees, the officers, and the Board of Directors of TIA. In addition, at the direction of their sponsoring divisions or the Standards and Technology Department, they may engage in other engineering related activities in keeping with their scopes and the TIA Legal Guides.

### **3.4 Responsibilities of a Chairman**

The chairman of each TIA engineering committee is responsible for the conduct of group activities in accordance with the procedures prescribed in this manual and the TIA Legal Guides.

In addition to the above, each chairman of an engineering committee is responsible for overseeing subordinate subcommittees and working groups and for the preparation of an annual report on committee activities to be furnished to the Standards and Technology Department and the Technical Committee. Each engineering committee chairman may appoint a vice chairman from among eligible candidates proposed by the committee membership.

Appropriate liaison shall be established whenever a matter in the work of an Engineering Committee may concern another Department, Division, or Standing Committee within the Association.

Subcommittee chairmen shall provide the Standards and Technology Department with current information for the maintenance of lists of members, voting representatives, and supplemental representatives.

## **4 DEVELOPMENT OF A WORK PROGRAM**

### **4.1 Formulating Group Scope**

When a new Engineering Committee has been established, the chairman of that committee shall submit a proposed committee scope, defining the technical area of responsibility, for the review and approval of the TIA Vice President, Standards and Technology and the appropriate ANSI Standards Board. When approved and published, that Scope becomes the principal guide for the work of the committee.

Scopes of all Engineering Committees and Subcommittees are



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published by the Standards and Technology Department in a Committee Scope Manual supplied to all Engineering formulating group chairmen. Limited additional copies may be requested from the Standards and Technology Department.

#### **4.2 Types of Projects**

Engineering Committees may initiate projects to produce the following types of TIA documents:

- (1) Standards;
- (2) Specifications;
- (3) Trial Use Standards (as a step enroute to a standard);
- (4) Bulletins;
- (5) Engineering Publications;
- (6) input documents to other standards bodies.
- (7) such other projects as may be authorized by the chairman of the sponsoring division or by the chairman of the Technical Committee.

#### **4.3 Project Initiation**

An engineering committee or subcommittee may initiate a project by submitting a completed Project Request (Annex B) to the TIA Standards and Technology Department. Upon approval, a project number will be assigned, and the committee will be so informed. The project number will be used to identify the drafts through each stage of the development process. For any project which is expected to result in the publication of a American National Standard, Specification, or Trial Use Standard, the Project Request must be accompanied by ANSI Form PINS-1, *ANSI Project Initiation Notification System (PINS) Input Form*. (A copy of the ANSI PINS form is also found in Annex B.)

#### **4.4 Assignment of Work**

Upon assignment of a project number, TIA will circulate project information to known persons or organizations who may be affected by the completed work. An approved project shall be assigned by the Engineering Committee to a Subcommittee, a Working Group of a Subcommittee, or itself for implementation.

#### **4.5 Consensus Development**

Standards and other work products shall be produced by consensus; i.e., work shall continue until substantial agreement is reached by the members of the formulating group. Although unanimity is desirable, it is not required to produce a work product. Consensus is achieved through a process of discussion, correspondence, draft contributions, and revision, all leading to the final result. Final adoption of text shall be by the voting membership of the Engineering Committee. (Engineering Committees may delegate this final adoption authority to their subcommittees.)

#### **4.6 Format and Style**

Formulating groups shall follow the *TIA Style Manual* in processing contributions and developing draft documents.

### **5 MEETINGS**

#### **5.1 Meeting Location and Facilities**

Formulating group chairmen should consider convenience and travel costs for members, costs to TIA, and appropriateness of facilities when selecting meeting locations. TIA has conference rooms available for meetings. The TIA staff can also provide assistance in locating and dealing with commercial meeting facilities such as hotels and conference centers. When it is necessary to schedule a meeting at a location which will involve costs to TIA, arrangements shall be made only by TIA staff.

Meetings also may be scheduled at company facilities provided by formulating group members or underwritten by members at commercial facilities, subject to the following guidelines:

- (1) Host companies should refrain from hospitality actions such as dinners and receptions.
- (2) Attendees should not be subjected to sales or product presentations unless the formulating group requested such a presentation for reasons related to their deliberations.
- (3) Gifts or other promotional items of value should not be given to attendees.
- (4) The requirement for security clearances for attendees should be avoided.

#### **5.2 Meeting Notices, Agenda and Reports**

##### **5.2.1 Meeting Notices**

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Chairmen shall coordinate meeting arrangements with the TIA Standards and Technology Department and shall forward to that department the information necessary for preparation of a meeting notice (Annex C) at least four weeks prior to the scheduled meeting. Unless the chairman requests earlier mailing, TIA will mail the meeting notices two to four weeks before the meeting to the mailing list(s) designated by the chairman.

Once meeting dates and locations are established, chairmen may use preliminary meeting notices to allow participants ample time for travel arrangements.

#### **5.2.2 Agenda**

Detailed agenda shall be forwarded to TIA concurrently with the meeting notice information. If more than one formulating group is meeting concurrently at the same place, the chairman of the senior group shall consolidate the agenda for all such groups.

The agenda should list the items to be discussed, and shall clearly indicate any substantive items to be voted upon at the meeting. Examples of such items are:

- (1) the reaffirmation, revision or rescission of existing standards;
- (2) approval of standards proposals for industry ballot for issue;
- (3) adoption or revision of formulating group procedures;
- (4) changes in formulating group scope; or
- (5) termination of the formulating group.

Action on substantive items which have not been the subject of prior notification in the published agenda may be deferred to a letter ballot if requested by a formulating group member.

Reference in the agenda to any document should be specific, using project or publication numbers, to avoid confusion and misunderstanding. Well-prepared agenda expedite the work of the formulating group. Typical agenda are included in Annex C.

#### **5.2.3 Meeting Reports**

Each chairman may appoint a secretary to record and prepare a meeting report for each meeting. In the absence of the secretary, the chairman is responsible for preparation of the report.

Meeting reports are not "minutes" in the strict sense of the term, since a detailed record of all comments and discussions is not required. The report shall include the date and place of the meeting, a list of persons in attendance, a statement that a quorum was (or was not) present, actions taken, significant unresolved issues, voting records, a document list (see 5.2.3.1), future meeting schedules (if applicable), and time of adjournment.

The secretary shall prepare the meeting report in accordance with the format contained in Annex D. The meeting report shall be signed by both the secretary and the chairman and forwarded to the TIA Standards and Technology Department for review and distribution. No distribution of the meeting report may be made in any form prior to review and approval by the TIA Standards and Technology Department. (See 5.2.3.2.)

The original attendance list shall be attached to the meeting report and may serve in lieu of the list of persons in attendance if all names are clearly legible when reproduced.<sup>6</sup> Short working documents not available at the meeting may be appended to the meeting report. When a large document falls into that category, its pertinent material should be abstracted. Lengthy reports and attachments are usually far more expensive to process and mail than their use justifies.

Subcommittee and Working Group reports may optionally be included with the meeting report of the parent committee or Subcommittee if the meeting took place in conjunction with a meeting of the parent committee.

The TIA Standards and Technology Department normally circulates meeting reports to:

- (1) members of the formulating group;
- (2) individuals listed on the supplemental mailing list (those receiving everything that goes to members);
- (3) "Others Present" when their complete mailing addresses are supplied by the chairman or secretary to the Standards and Technology Department.

Meeting reports shall contain the following statement as the last paragraph before the signature(s):

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<sup>6</sup> The permanent archives of the Standards and Technology Department are retained on microfilm. This places a higher standard of legibility on original documents.

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**"This meeting was conducted in accordance with the TIA Legal Guides and the Engineering Manual."**

Availability of accurate meeting reports from previous meetings is essential to the orderly conduct of meetings. It is the responsibility of the chairman and the secretary to submit meeting reports to TIA in sufficient time to allow for their approval and distribution prior to the next regularly scheduled meeting.

**5.2.3.1 Document Record**

A document list identifying all documents distributed at or in preparation for the meeting shall be made a part of the meeting report, but items appearing on the document list should not be incorporated in or distributed with the meeting report. TIA meeting reports are intended as a permanent record of formulating group action, and not as a medium of information transmittal for those not attending meetings.

The chairman or secretary present at the meeting shall be responsible for providing TIA with a copy of each document appearing on the document list for archival purposes.

**5.2.3.2 Legal Approvals**

All meeting reports shall be submitted for legal review to ensure the actions were in compliance with antitrust and liability laws. Strict compliance with this requirement serves to protect the committee members and the association from allegations of wrongdoing.

All meeting reports shall be approved by the cognizant Staff Engineer or the Vice President, Standards and Technology, and the TIA General Counsel before any distribution is made. After TIA staff approval, the meeting report is distributed to the committee and approved by the committee as a part of the permanent legal record.

**5.3 Conduct of Meetings**

**5.3.1 General**

All meetings shall be conducted in accordance with the Legal Guides contained in Annex E. The chairman is responsible for "getting the most" from a meeting so that the time and expense of all present can be justified. This requires that the agenda be followed and that discussion be kept pertinent to the agenda.

The meeting may be conducted formally or informally at the dis-

cretion of the chairman depending upon size of the body and the nature of the work at hand.

#### **5.3.2 Quorum**

A quorum of a formulating group, consisting of a simple majority of the listed voting member companies, is required to conduct business.

If a quorum is not present, no final action may be taken, but material may be formulated and distributed to the formulating group for action by letter ballot.

#### **5.3.3 Voting Procedures**

Voting may be conducted in meetings or may be accomplished by letter ballot.

##### **5.3.3.1 Voting in Formulating Group Meetings**

Each formulating group member company represented shall have one vote. If the chairman's company is represented by a voting representative other than the chairman, the chairman is without vote. Absentee voting is not permitted.

NOTE: Chairmen should recognize that while a simple majority of those present (assuming a quorum) is sufficient for procedural matters, it is generally unwise to act on items such as proposed standards material unless a consensus is evident.

##### **5.3.3.2 Letter Ballots**

The chairman or secretary shall forward the exact wording of the question to be resolved by the letter ballot and any attached material to the TIA Standards and Technology Department. The staff will prepare a letter ballot and mail it to the last known address of each voting member of the formulating group. See 6.5 for the ballot options. All responses received within the specified voting period will be forwarded to the chairman or secretary as specified.

The period for voting on formulating group letter ballots shall be 30 days from the date of issuance unless otherwise noted on the ballot with the approval of the cognizant chairman. A letter ballot shall be considered to have been approved when it receives affirmative votes from two-thirds of the members of the formulating group who voted during that 30-day period. If such affirmative vote is not realized, the matter shall be carried over as an agenda item for the next meeting.

## **6. DEVELOPMENT OF TIA STANDARDS AND SPECIFICATIONS**

### **6.1 Definitions**

**TIA Standard** - A document that establishes engineering and technical requirements for processes, procedures, practices and methods that have been decreed by authority or adopted by consensus. Standards may also be established for selection, application and design criteria for materiel.

**TIA Specification** - A document prepared specifically to facilitate procurement that clearly and accurately describes the essential technical requirements for purchased materiel. Procedures necessary to determine that the requirements for the purchased materiel covered by the specification have been met shall also be referenced or included.

**TIA Trial Use Standard** - A draft standard intended for subsequent submittal to ANSI for approval as an American National Standard, published and maintained by TIA as a trial use standard for a period not to exceed three years to allow for industry experience with the standard or to allow time for stabilization of an emerging technology.

### **6.2 TIA Standards and Specifications**

TIA Standards or Specifications are issued to achieve one or more of the following purposes:

- (1) promoting interchangeability and interoperability of products falling within the scope of TIA Engineering Committees;
- (2) eliminating misunderstandings or confusion between manufacturers and buyers with respect to products on which TIA standards or specifications are adopted;
- (3) providing assistance to the purchaser in selecting and obtaining the proper product for a particular need;
- (4) improving the quality of products covered by TIA Standards or Specifications.

Technical standardization work of the TIA consists of discussion in an open forum by technical representatives from a wide spectrum of industry, leading to a consensus on electrical, mechanical, optical, environmental, quality, reliability and other properties of telecommunications components, equipment and systems. It also includes the drafting, review, approval and issuance of standards and specifications based upon that consensus, and the maintenance

of standards and specifications once issued. Where appropriate, and where the requirements of ANSI have been met, such material will be proposed as a TIA Trial Use Standard, an ANSI/TIA Standard, or an ANSI/TIA Specification.

TIA Standards and Specifications are published in a uniform format described in the *TIA Style Manual*.

### **6.3 Establishing a Standards Project**

After review and approval of a project request submitted by a formulating group (see 4.3), the staff will assign a four-digit identifying number. This four-digit number will have the prefix PN- during the development process. The prefix will change to SP- (standards proposal) when it is circulated for industry ballot.

The information from the Project Request form also will be used to alert persons or organizations who may be affected by the finished standard or specification of the project, affording them the opportunity to participate in the development process.

### **6.4 Standards Proposal**

TIA's process requires that consensus must first be reached in the formulating group before proposing a document for acceptance as a TIA standard and as an American National Standard.

Consensus must again be demonstrated as the result of a public ballot on the proposed standard. There is an additional requirement that the total pool of persons receiving unsolicited ballots<sup>7</sup> must not be dominated by any one interest category. This pool includes voting, supplemental, government, and liaison representatives on the mailing list of the formulating group, as well as other persons known to have an interest in the subject of the standard, who have agreed in advance to receive and review ballots on the subject.

When consensus is reached within the formulating group and has been formalized by a vote, the chairman shall forward the proposed standards document to the Standards and Technology Department for issuance of a Standards Proposal.

The material submitted to the Standards and Technology Department shall be prepared in accordance with the *TIA Style Manual*. It shall be accompanied by a statement of the background and intended purpose of the standard, and any other information which will

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<sup>7</sup> i.e., other than persons previously unknown to TIA who request a ballot by writing or calling in.



improve industry's understanding of the proposal. The Standards and Technology Department staff will obtain from the chairman a tabulation of the interest categories represented on the mailing list of the formulating group, and will combine this data with information about the remainder of the balloting pool to determine whether there is a dominant interest category. Where domination<sup>8</sup> by one group is indicated, the staff shall contact the chairman to seek additional candidates for the balloting.

Upon review of the proposed standards document by the Standards and Technology Department and approval by the TIA General Counsel, and upon determination that a balanced balloting pool exists, a ballot will be added to the standards document and the Standards Proposal will be circulated for review and comment to companies, organizations, and individuals who are known to have, or who have indicated that they have, a direct interest in the subject.

Copies of Standards Proposals shall also be available upon request from TIA during the comment period. An appropriate fee, not to exceed the anticipated sales price of the finished standard, may be charged for Standards Proposal copies.

Simultaneously with issuance with the Standards Proposal, ANSI is notified (by use of their BSR-8 form) of the availability of the draft standard for comment. ANSI publishes notice of the Standards Proposal in *ANSI Standards Action*, and establishes a 60-day period during which the public may request copies of the proposal. Balloting is not complete until this period expires.

### 6.5 Ballot Options

Parties responding to the Standards Proposal (SP-) ballot have three options:

**"Yes", without comment.** Indicates agreement with the proposed standard.

**"Yes", with comment.** Indicates general agreement, but suggests enhancements or changes to the proposed standard which, if not acted on, would not cause the party to change his vote. Comments shall be acknowledged by the formulating group chairman, and shall be considered during the comment resolution process (see 6.7). Comments not adopted may be deferred to the next revision of the standard.

**"No" (Comments mandatory).** Indicates disagreement with the

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<sup>8</sup> Domination exists when one interest category represents more than 50% of the pool of persons being solicited for ballots.

proposed standard for the reasons stated. Comments must be specific as to the points or omissions being objected to, and shall state what changes or actions would resolve the objection. Comments shall be acknowledged by the formulating group chairman and shall be considered during the comment resolution process (see 6.7). Negative ballots received without comments may be counted as unresponsive. Negative ballots received with nonspecific comments or which do not state what changes or actions would resolve the objection may be counted as unresponsive if, after being contacted by the formulating group chairman or his representative, the originator fails to furnish his specific written objections.

"Abstain" (with or without stated reasons for the abstention). A company may return a ballot indicating that it has chosen to abstain from voting. Such ballots are not tallied and comments, if any, do not require acknowledgment or resolution. A returned ballot indicating abstention may be counted as a response for the purpose of meeting membership continuation criteria (See 3.2.5.), and qualifies the respondent to receive a default ballot, if issued.

An unreturned ballot is considered to be a form of abstention but is not counted as a vote or as a response.

#### **6.6 Ballot Results**

All ballots received by TIA are forwarded to the chairman of the formulating group. If no negative ballots have been received by the close of the balloting period, the Standards and Technology Department, after receiving any editorial changes from the chairman, will proceed to process the proposal as in 6.10, below.

If negative ballots have been received, the TIA staff will enclose a response card with each negative ballot when they are forwarded to the chairman for resolution.

#### **6.7 Comment Resolution**

Purely editorial comments, once acknowledged, do not require further coordination with the originator.

Technical comments received with a "Yes" ballot shall be acknowledged when received, and the originator shall be advised, in writing, of the disposition of the comments. If adoption of the comments results in changes in the technical requirements of the proposed standard, the proposed standard will be reballoted (see 6.8 below).

Objections accompanying a "No" ballot shall be acknowledged when

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received, and the chairman of the formulating group shall attempt to resolve the negative ballot in one of the following ways:

- (1) by explaining to the originator the rationale followed by the formulating group in arriving at the proposed standard. The chairman shall maintain a detailed written record of all correspondence and contacts on this matter.
- (2) by proposing changes to the proposed standard which are editorial only and which do not result in changes in the technical requirements of the proposed standard. Such revisions shall be supported by a consensus within the formulating group.

**Note:** If the originators of all negative ballots agree to withdraw their objections without technical changes in the proposed standard, they will be asked to do so in writing, and to return the response card to TIA as proof that the negative has been withdrawn. When all objections are withdrawn, processing will continue as in 6.10 below.

- (3) by proposing revisions to the technical requirements of the proposed standard which would remove the objections of the originator. Such revisions shall be supported by a consensus within the formulating group. If the revisions result in changes in the technical requirements of the proposed standard, the proposed standard shall be reballoted (see 6.8 below).

If one or more unresolved "No" ballots remain in spite of reasonable efforts to resolve them, and if a clear consensus is believed to exist, a default ballot shall be issued as described in 6.8.2, below.

Copies of all acknowledgements and correspondence with originators of comments shall be furnished to the Standards and Technology Department. This file is necessary when TIA submits the standard proposal for TSSC and ANSI approval.

## **6.8 Reballoting of a Standard Proposal**

A proposed standard shall be reballoted if revisions have been made which change the technical requirements or increase the range of products to which the standard applies.

### **6.8.1 Complete Reballot**

If, as the result of a major rewriting of large sections of a

proposed standard, the revisions are so broad as to merit a complete reballoting, a new standards proposal (see 6.4 above) is prepared and issued as in 6.4. The identifying number of the new standards proposal will be that of the original with a suffix letter added (e.g., SP-1111A).

#### 6.8.2 Default Ballot

As an alternative to the above, a "default" ballot, also known as a 30-day letter ballot, may be issued whenever limited technical changes are made to a proposed standard in order to resolve a negative ballot.

A default ballot will also be issued when all reasonable efforts have been exhausted without success to resolve a negative ballot.

Voting on a default ballot is limited to those parties who responded to the original ballot<sup>9</sup> and allows those parties to reaffirm or change their response, based upon the changes made and the statement of objections accompanying the previous negative ballots (if any). New objections may not be raised to unchanged material which has not been the subject of a negative ballot. A 30-day public review notice will be given to ANSI for publication in *Standards Action*.

The following information will be included with the default ballot:

- (1) a tally of the original votes cast (yes, yes with comments, no with comments);
- (2) a summary of which objections were resolved (and for which a written withdrawal has been received), a brief indication of how they were resolved and a revised tally of the votes after the withdrawal(s);

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<sup>9</sup> For two reasons, the default ballot is limited to those who originally responded. Firstly, it pertains only to changes resulting from the previous balloting or to unresolvable negative comments. Therefore, the purpose of the default ballot is to afford those interested parties who have responded to the standards proposal ballot an opportunity to reconsider their previous responses in the light of the changes made or of the unresolved comment. Secondly, because of the complex technical content of TIA standards, it is not unusual for the original recipient of a Standards Proposal ballot to forward it to the appropriate expert within his organization for study and response. In order to ensure that the default ballot reaches the person who actually voted, it must be sent directly to the respondent.

- (3) any changes which were made to the draft document (other than purely editorial changes);
- (4) negative ballots that remain unresolved, including the originator's statement of his objections, and a description of actions taken by the formulating group in an attempt to resolve those negative votes.

When the results of the letter ballot show a consensus in favor of adoption of the proposed standard, TIA will proceed toward approval of the standard as described in 6.10, below. If unresolved negative ballots still remain at this time, full documentation of the objections and of the efforts to resolve them shall be provided to the staff of the Standards and Technology Department for review and consideration by the TSSC.

#### **6.9 One Company, One Vote Rule**

TIA policy limits voting on standards proposals to one vote per company. When like votes (all yes or all no) are received from more than one individual in the same company, they shall be counted as one vote, unless it can be established by the respondents that they represent sectors of the company so different that they fall into different interest categories (manufacturer, user, etc.). Notwithstanding the above, all comments accompanying the multiple ballots shall be acknowledged and dealt with as described in 6.7.

When unlike votes (yes and no) are received from more than one individual in the same company, the chairman of the formulating group or his representative shall contact the company, and request that they consolidate and resolve their differing votes and comments, withdrawing the ballots which do not represent the consolidated company position unless it can be established by the respondents that they represent sectors of the company so different that they fall into different interest categories.

#### **6.10 Standards Approval**

Standards Proposals are approved as TIA Standards or Specifications as outlined in Section A4 of Annex A of this manual.

When the TSSC has verified that the standards proposal has been prepared in full compliance with the rules, policies and legal guides of TIA and that the balloting process has met the requirements of ANSI, pertinent forms (BSR 9) shall be submitted to ANSI to obtain approval from their Board of Standards Review.

#### **6.11 Declaration as an ANSI/TIA/EIA Standard or Specification**

After approval of a Standards Proposal by the Technical Standards

Subcommittee, and after receipt from ANSI of their Notification of Approval as an American National Standard, the material therein is declared by the Technical Committee chairman to be an ANSI/TIA/EIA Standard or Specification. Notification is then issued to industry by the Standards and Technology Department through the TIA Public Relations Office and other media means.

## **7 REAFFIRMATION, REVISION OR RESCISSION OF STANDARDS**

### **7.1 Requirements**

Within five years after publication of a TIA Standard, the formulating group shall initiate action to:

- (1) reaffirm that a review resulted in a decision that the technical content is valid and does not need change;
- (2) revise the standard to incorporate additional language or delete language that will change its technical content or meaning; or
- (3) rescind the standard following determination that the technical content is no longer of value.

NOTE: Revision and rescission require that a Standards Proposal be developed and processed in the same manner as that of a new proposed TIA Standard.

### **7.2 Procedures**

ANSI and TIA rules require that standards must be revisited every five years. Approximately one year before the anniversary date the TIA Standards and Technology Department Staff will notify the formulating group chairman that the formulating group must undertake reaffirmation, revision or rescission of the Standard. Where appropriate, the Standards and Technology Department Staff will provide the chairman with a summary of all comments not incorporated into the standard during its development period five years earlier.

#### **7.2.1 Procedures for Revision**

The process of revising a TIA Standard is similar to the development of a new standard in that consensus shall be reached by industry ballot on changes to the technical content or meaning of the Standard. Usually the revision takes the form of a complete revision and reissuance of the Standard.

Note: When additional technical requirements need to be added to an existing standard without changing the previously

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published requirements, or when only one or two portions of a large existing standard need to be revised, a formulating group may propose an addendum instead of a complete revision. When the standard is next revised, the addendum is incorporated in the revision.

Revision of or addition to the technical content of an existing TIA Standard, even in the form of an addendum, requires that the procedures for the development of a new TIA Standard be followed. (See 4.3 through 4.6, and 6.3 through 6.11.)

When a revision of a TIA Standard is approved, it will be reprinted with the same TIA number, but with a suffix revision letter. The date carried on the front cover of the revised standard will be the date of the revision. When issued, an addendum will carry the same number as the standard, followed by a dash and a numerical suffix.

#### **7.2.2 Procedures for Reaffirmation**

A formulating group shall recommend reaffirmation of a standard if it finds the technical content is still valid and does not require change.

Reaffirmation requires a formal industry balloting process. The procedures for the development of a new TIA Standard shall be followed. (See 4.3 through 4.5, and 6.3 through 6.11.) Copies of the standard will not normally be distributed with the industry ballots, but copies may be purchased through normal channels.

#### **7.2.3 Procedures for Rescission**

A formulating group shall recommend rescission of a standard if it determines that the standard is no longer required to meet the purpose for which it was written. (See 6.2.)

Rescission requires a formal industry balloting process. The procedures for the development of a new TIA Standard shall be followed. (See 4.3 through 4.5, and 6.3 through 6.11.) Copies of the standard will not normally be distributed with the industry ballots, but copies may be purchased through normal channels.

#### **7.2.4 Editorial Changes in an Approved Standard**

Once approved as a TIA standard and an American National Standard, no changes may be made in a standards document without going through the full consensus, comment and balloting process prescribed for a standards proposal. The only exception to this rule allowed by ANSI is the issuance of an erratum to correct a publishing error, and that only where the error should have been obvious to the user of the standard.

Any other changes to a TIA standard may be made only by revision or addendum. (See 7.2.1.)

## **8 TRIAL USE STANDARDS, BULLETINS AND SPECIFICATIONS**

### **8.1 Trial Use Standards**

A TIA Trial Use Standard may be published when there is an urgent need for a standard and time is of the essence. Trial Use Standards are never considered an end unto themselves but rather are an expedient step in the process of development of a permanent TIA Standard. Development of a TIA Trial Use Standard follows the same procedures as for a TIA Standard except that it may be approved by the formulating group and published without circulation of a Standards Proposal and the attendant resolution of received comments. The existence of Trial Use Standards is acknowledged by ANSI, but such standards are not recognized as American National Standards.

Any TIA formulating group may prepare a Trial Use Standard on any material within its scope. If prepared by a subelement of an engineering committee, the proposed Trial Use Standard shall be submitted to the parent committee with justification of need. After approval by committee letter ballot, it shall be submitted to the Standards and Technology Department for review of the development record by the Vice President, Standards and Technology and the chairman of the TSSC. This administrative review is to verify that the development was conducted in compliance with the rules and policies of TIA, that a consensus in favor of the standard exists in the formulating group, and that all written comments of committee members have been addressed. The chairman of the TSSC may have the material reviewed by the entire TSSC. If approved by the TSSC, or its chairman, a Trial Use Standard may be published without circulation of a Standards Proposal. If not approved by the TSSC, the proposed Trial Use Standard will be returned to the formulating group for reconsideration.

A TIA Trial Use Standard shall contain an introductory statement indicating that public review via the TIA Standards Proposal and comment resolution process was not conducted. Trial Use Standards shall be reviewed annually by the formulating group. Trial Use Standards shall be canceled by the formulating group and removed from the TIA Standards Catalog before the end of their third year of existence unless at that time they are in the public review process. Rescission procedures contained in 7.2.3 do not apply to Trial Use Standards.

### **8.2 Bulletins**

TIA Bulletins may be proposed by formulating groups to publicize



material which, although not a published standard, has significant value to industry or users. Approval of a proposed bulletin requires a committee letter ballot.

### **8.3 Specifications**

Development of TIA Specifications shall follow the normal Standards Proposal procedures.

## **9 PUBLISHED DOCUMENTS**

### **9.1 General**

Documents published by the Standards and Technology Department are issued through the authority of the chairman of the TSSC and fall into broad categories of TIA Standards and other documents listed below.

### **9.2 TIA Standards and Technology Department Documents**

**Standards**

**Specifications**

**Bulletins**

**Standards Proposals**

**Trial Use Standards**

**Engineering Publications**

**Workshop Proceedings**

**Index of Standards and Engineering Publications**

**Roster of Engineering Committees**

**Formal Interpretations of TIA Standards and Specifications**

**Committee Scope Manual**

**This list may be modified from time to time.**

### **9.3 Subscriptions and Sale of Documents**

The Standards and Technology Department makes finished documents (other than committee rosters) available by sale or subscription.

A limited number of copies of standards are provided to formulating groups as needed for committee work.

Committee rosters and mailing lists are made available for use of committee chairmen and members in the course of TIA business but remain the property of TIA. Standards and Technology Department policy does not permit use of its lists by other parties.

## 10 INTERPRETATION OF STANDARDS

TIA staff and formulating group members may from time to time be called upon by users or would-be users of TIA Standards to provide guidance in the application or understanding of TIA Standards. While TIA encourages a helpful attitude toward standards users, staff and formulating group members are cautioned that since use of the standards is voluntary, interpretation of the standards should be left to the user, except as provided below.

CAUTION: An interpretation may never be used as a means to change the requirements of a TIA Standard.

### 10.1 Request for Formal Interpretation

When a member of the public having a direct and material interest in a standard issued by TIA wishes a formal interpretation of any provisions of the standard, he may petition the Standards and Technology Department in writing for such an interpretation. The petition shall include as a minimum the following information:

- (1) the name, address, and telephone number of the person requesting the interpretation;
- (2) a statement demonstrating the petitioner's direct and material interest in the standard;
- (3) the number, issue, and issue date of the standard in question;
- (4) a statement of the question(s).<sup>10</sup>

### 10.2 Processing an Interpretation Request

Upon receipt of a request for formal interpretation, the Standards

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<sup>10</sup>The question(s) should be stated in such a manner as to allow an answer in yes or no form or by the statement of a specific value. For example, "Is the standard applicable to guyed tubular masts?" would be acceptable, while "What does the standard cover?" would not be acceptable.

and Technology Department will review the request for proper form, contacting the petitioner if necessary. The Department will then forward the petition to the appropriate formulating group chairman.

The formulating group chairman shall acknowledge receipt of the petition in writing to the petitioner and provide an estimate of the time required to respond to the petition. The chairman shall place the petition on the agenda of the next regularly scheduled meeting of the formulating group and distribute copies of the petition to members of the formulating group. The chairman may add his comments if desired.

The formulating group shall attempt to form a consensus on a reply to the petitioner. The reply may include clarifying explanations or other comments of the formulating group. If a consensus is formed, the chairman shall forward the agreed-upon reply to the Standards and Technology Department for formal transmittal to the petitioner. The petition and the reply will be retained with the records of the standard in the department files, and copies will be furnished to the formulating group for consideration when the standard is next considered for revision or reaffirmation.

Failure to form a consensus on a petition for interpretation is an indication of serious trouble with the subject standard, and the standard should be scheduled for immediate study and revision.

Formal interpretations will not be provided on Standards Proposals.

## **11 CORRESPONDENCE AND RECORDS**

The chairman of each formulating group shall ensure prompt and proper handling of correspondence concerning the activities of his group. This is vital to the satisfactory operation of TIA formulating groups.

An Engineering Committee chairman shall send copies of all correspondence to the TIA Standards and Technology Department.

A chairman of a subelement of an Engineering Committee shall send copies of all correspondence to the next higher chairman and to the TIA Standards and Technology Department.

When the chairman is responding to letters on which others have been copied, the chairman shall in addition send copies of the response to all recipients of the original letter.

Formulating group correspondence shall be on TIA Committee Correspondence letterheads (see Annex F) and shall be signed by the chairman or secretary with his title in the TIA formulating group.

Upon receiving a comment on a TIA Standards Proposal originated by his formulating group, the chairman or his designee shall acknowledge the comment to its originator regardless of its nature.

The chairman shall maintain a complete file of meeting reports, correspondence, and other records. These files shall be turned over by the chairman to his successor upon leaving office. If the formulating group is dissolved, records should be turned over to the next higher chairman in case of a Subcommittee or Working Group, or to the Standards and Technology Department in the case of an Engineering Committee.

Chairmen, in corresponding with government bodies or agencies, shall comply with the requirements of section 12.3 of this manual.

## **12 RELATIONS WITH OTHER ORGANIZATIONS**

### **12.1 Avoidance of Duplication of Effort**

Standardizing activities by TIA formulating groups should primarily be directed toward the preparation of documents pertaining to telecommunications products within their scopes. Adequate liaison should be maintained with professional societies and other standards bodies in order to avoid unnecessary duplication of effort and to permit complementary activities.

### **12.2 References**

TIA formulating groups are encouraged to make reference to any pertinent standards of other standards bodies.

### **12.3 Public Pronouncements**

Generally, formulating group members are not permitted to speak in the name of the Association or to transmit outside the Association any document which appears to present a public position on behalf of the Association or any of its parts. These functions are specifically reserved for the TIA Board of Directors. However, a chairman may request prior clearance from the Standards and Technology Department to make a statement on technical matters for publication or oral presentation on behalf of the formulating group or TIA. Both the nature of the event or publication and the text of the statement shall be cleared through the Department and the TIA General Counsel prior to publication or presentation.

For liaison purposes, formulating groups may exchange working technical documents with other comparable technical organizations so long as it is made clear that the document is a working paper and does not represent the policy of the Association, its product divisions, or its standing committees. The use of "Committee

Correspondence" letterhead is required for such exchanges. When in doubt, chairmen should consult the Vice President, Standards and Technology or the General Counsel. Persons engaging in such correspondence shall comply with the TIA Legal Guides.

If a formulating group desires to conduct a survey to determine industry interest in a particular subject, the proposed questionnaire shall be submitted to the Standards and Technology Department for review and approval.

#### 12.4 International Commonality

During the development of a TIA Standards Proposal, the TIA formulating group should review and compare the proposed technical content with any similar IEC or ISO Standards and with CCITT and CCIR recommendations. Where similar international standards exist, a determination shall be made regarding the extent to which the TIA Standards Proposal can be based upon an existing international standard. Where similar international standards do not exist, it shall be recognized during the development of the TIA Standards Proposal that the resulting standard may represent a basis for a U.S. position in the development of an international standard.

TIA maintains contact with the U.S. Secretariats for many international Technical Advisory Groups and with the U.S. National Committees for CCITT and CCIR. The Standards and Technology Department staff can provide information on how a draft TIA Standards Proposal may be reviewed by these groups.

#### 13 Appeals

Persons who have directly and materially affected interests and who feel that they have been or will be adversely affected by a standard or specification within TIA's jurisdiction, or by the lack of such a standard or specification, have the right to appeal substantive or procedural actions of the TIA Standards and Technology Department and its formulating groups. The appeals procedure is described in detail in section A5 of Annex A to this manual.

**ANNEX A - Technical Standards Subcommittee (TSSC)**

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### **A1. SCOPE**

The Technical Committee of the TIA is charged by the Board of Directors with overseeing the Association's engineering activities and the Standards and Technology Department.

A specialized subcommittee of the Technical Committee, known as the **Technical Standards Subcommittee (TSSC)**, oversees the manner in which the various Engineering Committees carry out their standards and specifications programs and acts as a final procedural review body in the development of a TIA Standard or Specification.

The roles of the TSSC and the product divisions differ in that the divisions have the authority to direct the areas of activity for their respective engineering committees, while the TSSC is responsible for the manner in which these activities are carried out.

### **A2. RESPONSIBILITIES**

The Technical Standards Subcommittee is specifically responsible for the following functions:

- (1) to review, confirm, or deny the stated justification of need for any requested TIA Standard project for which such review is requested by the Vice President, Standards and Technology or a member of the TSSC;
- (2) acting as a procedural review body, to review the comment resolution action on all TIA Standards Proposals, and to give final approval for their publication as TIA Standards;
- (3) to oversee the Standards and Technology Department's relations with other trade associations, technical societies, national and international standards organizations, and governmental bodies;
- (4) to approve recommendations for TIA Engineering Awards to individuals who have performed outstandingly in TIA engineering activities.

### **A3. MEMBERSHIP**

The membership consists of the following:

- (1) the chairman of the TIA Technical Committee, who is also chairman of TSSC;



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- (2) the chairman of each TIA Group or Division, or a duly delegated representative;
- (3) the chairman of each Engineering Committee;
- (4) a limited number of persons, not exceeding six, to act as members-at-large, as approved by the Committee. Members-at-large should be of such national distinction and experience as to aid and complement the Committee in its procedural reviews and managerial functions.

The term of office of the members-at-large shall be one year. They shall be eligible for reappointment.

- (5) the Vice President, Standards and Technology, *ex officio*. The Vice President, Standards and Technology is the secretary of the Technical Standards Subcommittee.

**A4. OPERATION OF THE TECHNICAL STANDARDS SUBCOMMITTEE (TSSC)**

The Subcommittee shall operate through personal meetings, telephone conferences, and mail or electronic circulation of documents and ballots.

- (1) The Subcommittee shall hold at least one meeting per year at such time and place as directed by the chairman. As many additional meetings as shall be deemed necessary in the judgment of the chairman and the Vice President, Standards and Technology may be called by the chairman to carry out the Subcommittee's responsibilities.
- (2) A meeting notice and agenda for each meeting shall be issued by the secretary to each member not less than one month prior to the meeting date. In emergency situations, the time requirements may be waived.
- (3) The chairman shall preside, and the secretary shall keep the minutes or reports of all meetings. The chairman may designate a presiding officer pro tem if he will not be present.
- (4) A quorum of the Technical Standards Subcommittee shall be a majority of the members or their designated representatives. A simple majority of those present shall be adequate for taking action on all matters except as otherwise provided.
- (5) When matters are referred to the Subcommittee for action by letter ballot, a two-thirds majority of the total

membership is required to take action except as otherwise provided.

- (6) The secretary shall be responsible for the circulation of all documents and ballots that come to the Subcommittee in the conduct of its business.
- (7) The Subcommittee may authorize or the chairman may appoint such special Task Groups as the responsibilities of the Subcommittee may require.
- (8) In acting to approve or reject a new or revised Standards Proposal for TIA, the Subcommittee shall act in a procedural and policy review capacity only, without regard to technical subject matters, to ensure that:
  - (a) the Proposal has been prepared in accordance with the rules of the Standards and Technology Department and the Legal Guides therefor;
  - (b) the Proposal includes a valid justification of need;
  - (c) all known parties having a substantial interest in the subject have been given a fair opportunity to be heard and to express approval or disapproval or comment;
  - (d) a proper tabulation of favorable, unfavorable and no comment responses has been submitted;
  - (e) all comments accompanying favorable returns have been acknowledged and have received consideration;
  - (f) all unfavorable comments submitted with substantive technical reasons have been considered by the responsible committee, and that its chairman has diligently attempted to resolve such comment either through personal meeting or correspondence;
  - (g) there is evidence of consensus of all parties of interest. (Unanimity of opinion is not required.)

#### **A4.1 Approval of TIA Standards Proposals**

The approval of TIA Standards Proposals on the first ballot requires a vote in which four-fifths of the members of the Technical Standards Subcommittee cast affirmative ballots. Ballots shall indicate approval or disapproval. Negative ballots shall indicate the reason for the negative vote.

The casting of any negative ballot on the first balloting shall be cause for recirculation of the proposal for a second ballot by the Subcommittee. The reason for the negative vote shall accompany the second ballot. If, on the second vote, affirmative ballots are not received from four-fifths of the Subcommittee members, a third and final vote may be made only at a meeting of the TSSC. A three-fourths affirmative vote of the TSSC members attending the meeting shall be required for approval.

#### **A5. Appeals**

Persons who have directly and materially affected interests and who feel that they have been or will be adversely affected by a standard or specification within TIA's jurisdiction, or by the lack of such a standard or specification, shall have the right to appeal substantive or procedural actions of the TIA Standards and Technology Department and its formulating groups.

##### **A5.1 Complaints**

The appellant shall file his written complaint with the Standards and Technology Department within 30 days after the date of notification of action or at any time with respect to inaction. The complaint shall state the nature of the objection(s) including any adverse effects, the section(s) of these procedures or the standard that are at issue, actions or inactions that are at issue, and the specific remedial action(s) that would satisfy the appellant's concerns. Previous efforts to resolve the objection(s) and the outcome of each shall be noted.

##### **A5.2 Response**

Within 30 days after receipt of the complaint, the respondent (formulating group chairman or department representative) shall respond in writing to the appellant, specifically addressing each allegation of fact in the complaint to the extent of the respondent's knowledge.

##### **A5.3 Hearing**

If the appellant and the respondent are unable to resolve the written complaint informally in a manner consistent with these procedures, the Standards and Technology Department shall schedule a hearing with an appeals panel on a date agreeable to all participants, giving at least ten business days notice.

#### **A5.4 Appeals Panel**

The appeals panel shall consist of three individuals who have not been directly involved in the matter in dispute, and who will not be materially or directly affected by any decision made or to be made in the dispute. At least two members shall be acceptable to the appellant, and at least two shall be acceptable to the respondent.

#### **A5.5 Conduct of the Hearing**

The appellant has the burden of demonstrating adverse effects, improper actions or inactions, and the efficacy of the requested remedial action. The respondent has the burden of demonstrating that the formulating group and the secretariat took all actions in compliance with these procedures and that the requested remedial action would be ineffective or detrimental. Each party may adduce other pertinent arguments, and members of the appeals panel may address questions to individuals. Robert's Rules of Order (latest edition) shall apply to questions of parliamentary procedure for the hearing not covered herein.

#### **A5.6 Decision**

The appeals panel shall render its decision in writing within 30 days, stating findings of fact and conclusions, with reasons therefor, based on a preponderance of the evidence.

Consideration may be given to the following positions, among others, in formulating the decision:

- (1) finding for the appellant, remanding the action to the committee or the department with a specific statement of the issues and facts in regard to which fair and equitable action was not taken;
- (2) finding for the respondent, with a specific statement of the facts that demonstrate fair and equitable treatment of the appellant and the appellant's objections;
- (3) finding that new, substantive evidence has been introduced, and remanding the entire action to the committee or the department for the appropriate reconsideration.

#### **A5.7 Further Appeal**

If the matter under appeal relates to a TIA Standard or Specification which has been or is expected to be recognized as an American National Standard, further appeal may be made directly to ANSI. If the appellant gives notice that further appeal to ANSI is intended, a full record of the complaint, response, hearing, and decision shall be submitted by the department to ANSI.

**Annex B - Project Request Form & ANSI PINS Form**

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Standards and Technology Department  
Project Request and Authorization

Date (mm/dd/yy)	Formulating Group	Project Number
<b>Type of Project:</b> (ANSI PINS Form Required) <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Existing Standard _____  <input type="checkbox"/> New Standard _____  <input type="checkbox"/> New Specification _____  <input type="checkbox"/> New Trial Use Standard _____               </div> <div> <input type="checkbox"/> Reaffirm _____  <input type="checkbox"/> Revise _____  <input type="checkbox"/> Rescind _____               </div> </div>		
(Non-ANSI) <input type="checkbox"/> Formal interpretation of _____ <input type="checkbox"/> Bulletin _____ <input type="checkbox"/> Other Publications _____ <input type="checkbox"/> Input to Other Standards Bodies _____ <input type="checkbox"/> Other Project (describe) _____		
Project Title (Working title, if standard or publication)		
Scope and Justification for Project		
Identify other interested or affected standards bodies; describe proposed means of coordination:		
Estimated completion by formulating group: ____/____/____ Estimated date forwarded to TSSC: ____/____/____		
<b>Formulating group contact:</b>  <div style="display: flex; flex-direction: column;"> <div>Name _____</div> <div>Company _____</div> <div>Street Address _____</div> <div style="display: flex; justify-content: space-between;"> <div>City _____</div> <div>State _____</div> <div>Zip Code _____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Telephone _____</div> <div>Fax _____</div> </div> </div>		
Approved _____ Date ____/____/____		



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American National  
Standards Institute 1400 BROADWAY NEW YORK, NEW YORK 10018

**ANSI Standards Activities Tracking System**  
**Project Initiation Notification System (PINS) Form**

One form is required for each project, see reverse side for instructions  
Complete and Return to ANSI PSA Center

Date: \_\_\_\_\_

Name of Accredited Standards Developer: \_\_\_\_\_

Date of Accreditation: \_\_\_\_\_

Operating Procedures (circle one) Have Have not been revised since that date  
These revisions (circle one) Have Have not been submitted to ANSI for review

Designation of Project (35 characters maximum, with spaces): \_\_\_\_\_

Title of Project (300 characters maximum, with spaces)\*: \_\_\_\_\_

Scope Summary or Abstract of Project (1200 character maximum, with spaces)\*: \_\_\_\_\_

Additional Keywords (not contained in title or scope summary/abstract, seven words maximum): \_\_\_\_\_

Intent: ☐ Develop a new American National Standard ☐ Discontinue a project previously initiated  
☐ Revise an existing American National Standard ☐ Reaffirm an existing American National Standard  
☐ Withdraw an existing American National Standard ☐ Adoption of an International Standard

Expected Initiation: \_\_\_\_\_ and completion: \_\_\_\_\_ of this project

Contact (Staff person responsible for this technical area): \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Affiliation \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ ext \_\_\_\_\_

Submitted by \_\_\_\_\_ Print or Type name \_\_\_\_\_

For ANSI's use only: PA \_\_\_\_\_ SB \_\_\_\_\_

\* Attach separate sheet if necessary

This form may be reproduced

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**Instructions for Filling Out the  
 ANSI Project Initiation Notification System (PINS) Input Form PINS-1**

**General:** This form is to be used to notify ANSI of the initiation of a standards project. Information submitted on the PINS-1 form will be added to ANSI's central data bank which contains information relative to voluntary national standards and is a key resource in planning and coordination. This form is not to be used to submit a standard to ANSI for approval, which is achieved by using ANSI forms BSR -8 or BSR-9.

**Definition of Project:** A standardization activity formally approved by a standards developer and is directed towards the development, revision, reaffirmation or withdrawal of an American National Standard.

.....  
 Items on the PINS-1 form are listed below together with instructions and explanation.

**Date:** The date to be entered will reflect the date the form was completed for transmittal to ANSI. It will establish the timeliness of the data entered into the data bank.

**Name of Accredited Standards Developer:**

The full name and acronym of the standards developer having responsibility for the project should be entered here.

**Date of Accreditation and Status of Operating Procedures:** The Executive Standards Council (ExSC), wishes to remind ANSI-accredited standards developers of their obligation, under the ANSI Procedures, to submit any revisions to their operating (standards development) procedures to ANSI for review and ExSC approval, if appropriate. Please enter the submitting organization's date of accreditation and circle the appropriate entry concerning its procedures.

**Designation of Project:** This is the unique alphanumeric code used by the standards developer to refer to the project. It is the reference usually used when inquiries are received. The designation must be limited to 35 characters (including spaces).

**Title of Project:** This is the full title of the project or standard which is the subject of the form. The title must be limited to 300 characters (including spaces).

**Scope Summary or Abstract of Project:** For the purpose of coordination of standards activity, this section of the form is the most crucial. The information should clearly indicate what is covered by the project in order to differentiate it from similar projects on file at ANSI. There is a limit of 1200 characters (including spaces).

**Additional Keywords:** The data bank will be searched using selected words contained in the title or scope summary/abstract. Additional keywords not contained in the title and scope summary/abstract may be indicated by the standards developer to expand search capability.

**Intent:** Tick the appropriate line preceding whether the activity covers development of a new American National Standard or is dealing with the revision, reaffirmation, withdrawal of an existing American National Standard or the discontinuation of a project previously initiated. If an International Standard is to be adopted without any change as an American National Standard, please indicate on the appropriate line.

**Expected Initiation and Completion of Project:** Please enter the approximate dates of the initiation and completion of this project within your organization.

**Contact Person:** This is the person who will be contacted should there be a need for additional information or consideration with regard to the project. Only the staff person responsible for the technical area should be indicated. When inquiries are made of that person, he/she may direct the inquiry to the appropriate expert.

**Annex C - Meeting Notice & Agenda**

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NOTICE OF MEETING



Organization: TIA TR-15  
Ephemeral Communications  
Systems and Equipment

Chair: Richard P. Branch  
(410) 381-2760

Date: 14 June, 1991

Time: 9:00 am

Place: Tawdry Towers Hotel  
Bemidji, MN  
(900) 238-1056

- Agenda:
1. Call to Order
  2. Meeting Report (Meeting 53)
  3. Subcommittee Reports
  4. Consideration of PN-4035 (High-speed interface) for circulation as a standards proposal.
  5. Set future meeting schedule
  6. Other Business
  7. Adjournment



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**Annex D - Meeting Report**



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TELECOMMUNICATIONS INDUSTRIES ASSOCIATION  
Standards and Technology Department  
Meeting Report, Meeting Number 54  
Committee TR-15 Ephemeral Communications Systems and Equipment  
14 June 1991 Tawdry Towers Hotel Biminji, ND

MEMBERS PRESENT

NAME	ORGANIZATION REPRESENTED
Richard P. Branch (Chairman)	dBm Consulting (for AT&P)
Mike Diehl	GCD
Jack Morgan	Engineola
Douglass Jack	Ephemerex
Toby Nissan	Haynes
Frank Once	Pencil Data Systems

MEMBERS ABSENT

Donald LeConnor	Radical-Milgo
Eric Hansen	Southern Telecom
George Laurence	DAMP Inc

OTHERS

(None)

**1 Call to Order**

The meeting was called to order at 4:45 pm, on Friday, June 14, 1991, by chairman Richard P. Branch. The meeting was held at the Tawdry Towers Hotel, Biminji, ND. The chairman announced that a quorum was present.

**2. Meeting Report**

The Meeting Report of Meeting Number 53 was accepted with editorial corrections.

**3. Subcommittee Reports**

The chairman of subcommittee TR-15.1, Ephemeral Interfaces, reported that the subcommittee had completed work on project PN-4035, Ephemeral Communications, High-speed Interface, and had voted unanimously to request that it be issued for public comment as a Standards Proposal. Since the final draft of PN-4035 had been mailed to all TR-15 members in advance of the meeting, and the

proposal had been included in the published agenda, the chairman called for discussion prior to a vote to approve issuance of the document as an SP. Mr. Once asked the subcommittee chairman to explain the need for dual backsignals on the F3 and Q5 leads, when it seemed that either one would do. The chairman explained the subcommittee's rationale, which concerned time delays on satellite circuits. Mr. Once withdrew his objection. The committee then voted 6-0 for release of the SP.

There were no action items from the other sub-committees. Two draft documents from TR-15.2 were distributed for information.

#### 4. Future Meetings

The next meeting will take place September 4-7 at the Sunnydell Hilton, Sunnydell, GA and will be hosted by Telerec and Everbit.

The schedule for the next meeting is as follows:

9/04	9/05	9/06	9/07
Tues	Weds	Thurs	Friday
TR-15.4	TR-15.3	TR-15.1	TR-15.2
TR-15.2.1	TR-15.2.1	TR-15	

#### 5. Other Business

There was no other business.

#### 6. Adjournment

The meeting was adjourned at 5:00 pm. This meeting was conducted in accordance with the TIA Legal Guide and TIA Engineering Manual.

/Signature/

Richard P. Branch, Chairman TR-15 Ephemeral Transmission Systems and Equipment

/Signature/

Toby Nissan, Secretary

**Document Register**

**Committee:** TR-15   **Year:** 1991

<b>Doc No.</b>	<b>Title</b>	<b>Source</b>
TR-15/91/06/001	PN-4035 High-Speed Interface	TR-15.1
TR-15/91/06/002	IS for Automode Procedures	TR-15.2
TR-15/91/06/003	Modem (GSTN) Beyond 14400 bit/s	TR-15.2

**Note:** This is a minimum set of information for the document register. Other information, such as meeting report references may be added.

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**Annex E - TIA Legal Guides**

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## **TIA LEGAL GUIDE**

### **PART I GENERAL GUIDES APPLICABLE TO ALL TIA ACTIVITIES**

This PART I includes general guides applicable to all Telecommunications Industry Association activities. They are required to be read and followed by all members of the Association and staff, chairmen and members of all committees, sections, divisions, and other TIA sponsored groups.

It is the policy of TIA strictly to comply with the antitrust laws and regulations of the United States and any other jurisdiction applicable to TIA meetings, programs, or activities. Any discussion or conduct in violation of such laws or regulations is contrary to TIA policy and must be avoided.

#### **Section A. IMPROPER ACTIVITIES AND PROGRAMS**

TIA activities or programs relating to any of the following subjects are improper and are not permitted:

(1) **Restraint of Trade Agreements.** The establishment of prices, production quotas, or uniformity of conduct, the allocation of customers or markets, standard terms or conditions of sale, boycotts, or other competitive restraints are improper activities. Therefore, any activities within, or in conjunction with, Association meetings relating to any of these matters are improper and committee chairmen, staff, and participants should take affirmative action to assure that no such discussions are initiated or pursued.

(2) **Prices and Pricing Policies.** Any consideration or discussion of product prices or industry pricing policies is improper and therefore not permitted. This applies to all discussions and casual remarks relating to individual company prices, changes in prices, or general price levels whether involving formal or informal exchanges between participating representatives. Such discussions are improper and must be avoided.

(3) **Terms and Conditions of Purchase and Sale.** Any discussion at, or in conjunction with, TIA meetings of terms and conditions of purchase and sale, including but not limited to warranty and warranty periods, discounts, allowances, or terms of credit, or the formulation of uniform or standard terms and conditions of purchase or sale, uniform basing points or zoning prices, or the recommendation thereof for voluntary use by the membership also is improper and is prohibited. It is usually proper, however, to discuss and propose comments and recommendations to Government agencies relating to general contract provisions, or modifications thereof,



or other procurement practices or policies proposed or adopted by such agencies.

(4) **Costs.** Programs or activities involving the exchange of information relating to individual company costs of production or distribution and any formulas for computing such costs are improper. Discussions at TIA meetings of industry costs are normally not permitted.

(5) **Future Plans.** Programs involving the exchange of company information relating to future plans affecting the design, research and development, production, and distribution or marketing of products are also improper. Any discussions at TIA meetings relating to such programs are not permitted. This does not preclude normal new product introductions or announcements at TIA sponsored trade shows.

(6) **Boycotting Customers or Products.** Any activity involving the black-listing or boycotting of customers, competitors, suppliers, or others or establishment of patterns of uniform dealing is improper. Therefore, there shall be no activities relating to any form of boycotting or any activity which may be interpreted as such.

## **Section B. PROCEDURES FOR CONDUCTING ACTIVITIES**

(1) **Notices and Agendas.** Notices and agendas for TIA meetings shall be prepared in advance and distributed prior to the date of the meeting. Agendas shall not include any subjects which are stated as improper for consideration or discussion under the rules established in these Legal Guides. All agendas otherwise shall be in conformity with rules established by the General Counsel or shall be specifically approved by him. Whenever feasible, background information which would be helpful in the consideration of items on the agenda should be distributed in advance of meetings.

(2) **Conduct of Meetings.** All meetings shall be conducted in such a way as to assure ample opportunity and freedom in the exchange of ideas and an equal voice in all decisions by parties entitled to vote thereon. Committee chairmen and TIA staff personnel shall make sure that all actions and discussions at meetings are kept within the bounds of proper association activity. Committee chairmen should immediately rule out of order discussion deemed improper or questionable under the policies set forth herein until the propriety of such discussion has been determined by general counsel. If any doubt exists concerning the propriety of a program, either from a legal or policy point of view, it shall not become final or effective until after review by general counsel. Committee chairmen should follow the published agenda and not

depart therefrom except for a good and legitimate reason, in which event the minutes should record the reasons for such departure.

(3) **Voting in Committees.** All Committees other than Engineering Committees shall adopt rules consistent with these Guides and other rules, policies and by-laws adopted by TIA to ensure that each company represented shall be entitled to vote in a manner which will give equal weight to the vote of each company represented on the Committee, regardless of the number of representatives from any one company, if there should be more than one. Engineering committees shall follow the rules set forth in the TIA Engineering Manual.

(4) **Preparation and Review of Minutes.** Minutes or reports of all meetings shall be taken and recorded. Minutes shall include the time and place of the meeting, a list of all committee members and non-members attending, a statement of all matters discussed and actions taken with appropriate reasons therefore, and a record of all voting. The votes of participants need not be identified by company or individual.

All minutes or reports of meetings shall be approved by general counsel before distribution. Upon approval, they should be distributed to all members of the committee and any other TIA members desiring or requesting copies.

**PART II**  
**SPECIAL GUIDES APPLICABLE TO ENGINEERING**  
**STANDARDIZATION PROGRAMS**

This PART II contains legal policies applying specifically to the operations and conduct of all TIA engineering standardization and related programs. It details the general policies of TIA and supplements the procedures contained in Standards and Technology Department "Manual of Organization and Procedure" ("Manual"). In addition to the rules established in this PART II, all engineering standardization programs are required to be conducted in accordance with the rules set forth in PART I of these Legal Guides.

**Section A. LIMITATIONS ON STANDARDIZATION PROGRAMS**

TIA standardization programs shall be confined to the formulation of standards within the rules set forth in this PART II defining or describing the dimension, quality, reliability, operating characteristics, performance, compatibility, interoperability, nomenclature, or any combination of these, and similar factors relating to telecommunications products, processes, systems, and procedures or those useful in the provision of communications services. These programs include not only those sponsored or initiated by TIA and its members but also those recommended by Government agencies.

**Section B. STATEMENT OF POLICY**

The following statement of policy, reflecting the basic objectives of all standardization programs, shall be included in all TIA standards:

"TIA standards are designed to serve the public interest by eliminating misunderstandings between manufacturers and purchasers, facilitating interoperability, interchangeability and improvement of products, and assisting the purchaser in selecting and obtaining the proper telecommunications product for his particular need. Existence of such standards shall not in any respect preclude any member or non-member of TIA from manufacturing or selling products not conforming to such standards."

"Except as provided in the Engineering Manual, Standards are proposed or adopted by TIA without regard to whether their proposal or adoption may in any way involve patents on articles, materials, or processes. By such action, TIA does not assume any liability to any patent owner, nor does it assume any obligation whatever to parties adopting TIA standards, to parties manufacturing or

selling products or services conforming to such standards or to users of such products or services. Other TIA rules respecting standards where patents are involved are contained in the Manual and should be read in conjunction with these Guides. Furthermore, in all cases specific requirements and restraints expressed elsewhere in these Guides must govern."

#### **Section C. BASIC RULES FOR CONDUCTING PROGRAMS**

All TIA standardization programs shall be conducted in accordance with the following basic rules:

- (1) They shall be carried on in good faith under policies and procedures which will assure fairness and unrestricted participation;
- (2) Participation shall be extended to all technically qualified members of the industry, including representatives of user groups where appropriate, irrespective of membership in TIA;
- (3) Each program shall be shown to serve one or more of the public interest objectives as provided in Section D of this PART II;
- (4) They shall not involve any agreement, expressed or implied, to adhere, or require adherence to a standard or the use of any coercion, directly or indirectly, with respect thereto;
- (5) They shall not be proposed for or indirectly result in effectuation of a price fixing arrangement, facilitating price uniformity or stabilization, restricting competition, giving a competitive advantage to any manufacturer, excluding competitors from the market, limiting or otherwise curtailing production, or reducing product variations except where required to meet one or more of the objectives set forth in Section D of this PART II; and
- (6) Personnel participating in such programs as the representatives of members of the industry should be technical personnel.

#### **Section D. SELECTING A PROGRAM**

All standardization programs must be shown to serve a legitimate public interest objective and that objective should be specifically stated in the context of the standard. To assure this, the program should relate to the achievement of one or more of the following objectives:

- (1) promoting interchangeability and interoperability of products falling within the scope of TIA Engineering Committees;

- (2) eliminating misunderstandings or confusion between manufacturers and buyers with respect to products on which TIA standards or specifications are adopted;
- (3) providing assistance to the purchaser in selecting and obtaining the proper product for a particular need;
- (4) improving the quality of products covered by TIA Standards or Specifications.

#### **Section E. NOTICE OF MEETINGS**

Advance notice shall be given to all participating representatives as to the matter to be considered for standardization and the nature of the action being contemplated. Procedures should provide reasonable means for making available all data, specifications, and other technical information relating to a product, process or technology proposed for standardization to all persons participating in or contributing to the program involved irrespective of their membership in TIA. Committee activities should be limited to discussions of the engineering and technical aspects of standardization or the procedures relating thereto.

#### **Section F. SPECIAL RULES FOR CONDUCTING STANDARDIZATION PROGRAMS**

(1) **Voluntary Adherence to Standards.** Adherence to standards shall be entirely voluntary and within the discretion of individual manufacturers. Any agreement, expressed or implied, or any coercion, direct or indirect, to adhere or to require or compel adherence to a standard is not permitted.

(2) **Engineering and Technical Considerations.** All standardization activity shall be confined to the technical and engineering considerations in the establishment of a standard and these considerations shall relate to one of the legitimate objectives as provided in Section D of this PART II.

(3) **Commercial Standards.** Standardization relating to the commercial aspects of products, such as conditions or terms defining commercial relationships between manufacturer and buyer with respect to engineering standards is not permitted. This type of activity is the proper concern of each interested company acting individually and is not a proper association activity. (See Section A(3), PART I of these Guides.)

(4) **Standards Involving Quality or Performance.** Generally, standards relating to quality or performance of products should not specify or describe the characteristics of such products in terms of maximum quality or maximum performance. This does not preclude standards stated in terms of maximum or minimum - maximum charac-

teristics which are prescribed for the sole purpose of indicating that the product meets certain limited requirements and is designed to serve limited technical functions and purposes. Such standards generally involve product differentiation as distinguished from product quality. Standards may include suggested specific AQL's (Acceptable Quality Level) for guidance purposes with the actual AQL to be agreed upon between the manufacturer and the user, or include ranges of AQL's for the same purpose.

(5) **Revision of Standards.** Any revision of an existing standard shall conform to the same procedures and policies applicable to the initiation of the original standard. Such revision should be clearly justified as to legitimacy of objective and that objective should be stated in the revision.

(6) **Interpretation of Standards.** The interpretation of standards, insofar as it may relate to a specific product or manufacturer, is a proper matter for individual company concern and should not be undertaken by TIA staff members or any person acting in the capacity of a TIA committee member. TIA staff comments, if any, shall be limited to an explanation or clarification of technical language or provisions in a standard but not related to its application to specific products or manufacturers. Means are provided in the Engineering Manual for the rendering of formal interpretations of TIA standards, which interpretations will be available to all interested parties.

(7) **Acceptability of Standards.** All proposed standards recommended by TIA engineering committees or task groups shall be submitted for final review and approval in accordance with the TIA Standards and Technology Department's Manual of Organization and Procedure.

(8) **Final Adoption.** Final adoption of proposed standards shall be in accordance with the Standards and Technology Department's "Manual of Organization and Procedure." In the process of adopting a standard, consideration shall be given to all comments of industry and user interests where applicable irrespective of TIA membership, and if there is substantial opposition to the adoption of a proposed standard, the program involving such standard should be abandoned or referred to an appropriate committee or task group for further consideration.

#### **Section G. PROCEDURES FOR COMMENTING ON MILITARY SPECIFICATIONS AND PRODUCTS**

In offering comments or recommendations to elements of the DOD on Military standardization documents, the following procedures shall be followed:

(1) Participation shall be unrestricted and extended to all companies which have made known their interest regardless of membership in TIA or on the cognizant committee or committees;

(2) Adequate notice of meetings shall be given all committee members and all other companies or representatives known to have an interest and shall include all issues to be discussed;

(3) Comments and recommendations shall be offered merely as such, limited to the technical aspects of the specifications, and shall reflect any divergence of views among those participating;

(4) Copies of comments and recommendations shall be sent to all company representatives known to have an interest;

(5) All submissions to the military departments shall contain a statement that the comments and recommendations reflect only the views of the group participating; and

(6) They shall be reviewed and submitted by TIA staff in accordance with established procedures.

(7) All applicable laws and regulations shall be strictly adhered to.

**Annex F - Committee Correspondence Letterhead**



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COMMITTEE CORRESPONDENCE



(This correspondence represents "working papers." Therefore, the contents cannot be viewed as reflecting the corporate policies or the views of the Telecommunications Industry Association or of any company. The Association, the companies and individuals involved, take no responsibility in the application of contents of this document.)



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